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CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

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**SUBJECT: Responsibility for Obtaining Receiving Reports for
Materials Delivered or Services Rendered**

1. Considerable difficulty has occurred within the Office of the Comptroller (Fiscal Division) in obtaining necessary evidence of delivery of equipment, supplies, and services for items covered by contract or agreement with the various organizational elements of the Armed Services. In the absence of receiving reports or certification of performance for services rendered undue delay is encountered in the payment of vouchers for reimbursement as submitted by the Armed Services.

2. The items delivered or services rendered by the Armed Services generally fall into the following groups, namely:

- a. Acquisition of real property
- b. Construction of facilities
- c. Rendering of miscellaneous services
- d. Effecting shipments from ports of embarkation
- e. Delivery of supplies and equipment to Agency depot locations within the continental limits of the United States
- f. Delivery of supplies and equipment to other locations within the continental limits of the United States not under the jurisdiction and control of the Office of Procurement and Supply.
- g. Delivery of supplies and equipment to Agency personnel located overseas from Armed Services supply installations for which reimbursement is effected in Washington.

3. Many of the items delivered or services rendered pertain to and are received by offices other than the Office of Procurement and Supply, such as the Office of General Services, Office of Training, Office of Communications, Medical Office, Technical Services Staff, area divisions of DD/P, etc., with the result that such offices will of necessity be called upon to acknowledge receipt thereof.

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Accordingly, except for deliveries of supplies and equipment as referred to in paragraph 2 g. above, in those instances where evidence of receipt is not the normal responsibility of the Office of Procurement and Supply, it will be the responsibility of the office or division initiating the procurement requisition to furnish the Fiscal Division with evidence of receipt of material or of services rendered, regardless of whether delivery of such items or the services rendered was effected within or outside the continental limits of the United States.

4. With respect to deliveries of supplies and equipment by the Armed Services to overseas locations, as referred to in Par. 2 g, it will be the responsibility of the station Procurement & Supply Officer to obtain evidence of receipt in the form of delivery tickets or receiving reports signed by the station employee receiving the items. In connection with each receipt the allotment code applicable to the end use of the items acquired will be indicated on the delivery ticket or receiving report. Consolidated receiving reports will be prepared by the Procurement & Supply Officer at each station periodically (not less often than once a month) to cover the individual receipts. The original and necessary copies of the consolidated receiving reports will be delivered to the appropriate representative of the Armed Services for transmittal through channels to Washington, in support of billings rendered by the Armed Services to the Agency. Three copies of the consolidated receiving report supported by three copies of a schedule of individual receipts, including a recapitulation of charges by allotment code, and one copy of each delivery ticket or receiving report listed on the schedule of individual receipts, will be transmitted by the Field Station to headquarters. The schedule of individual receipts will indicate:

Date of receipt

Delivery ticket number

Amount of each delivery ticket

Allotment code(s) applicable to each delivery (where more than one allotment code is applicable to one delivery ticket, the respective amounts are to be shown beside the appropriate allotment code)

Two sets of documents consisting of copies of the consolidated receiving report and schedule of individual receipts, including the recapitulation of charges by allotment code will be marked for the attention of the Finance Division, to be used for purposes of

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liquidating obligations and effecting appropriate charges in the accounts by project or major activity. The third set of documents supported by the individual copies of the delivery tickets or receiving reports will be marked for the attention of the Office of Procurement & Supply to be used for stock control purposes.

Specific requests for receiving report documentation as required by Par. 2. g., above, will be made to the station procurement and supply officer.

5. Effective immediately the policies and responsibilities prescribed herein will apply with respect to the Agency receiving evidence of receipt of equipment, supplies, and services rendered.

a. The Office of the Comptroller (Fiscal Division) will segregate all vouchers for which there is no evidence of receipt and determine, through reference to the contractual or other obligation document, the office initiating the procurement requisition and the point of delivery.

b. The Fiscal Division, by transmittal memorandum, will refer each transaction for which satisfactory receiving data is not provided to the appropriate office which will take effective action to obtain proper certification and evidence of delivery and return the file completely documented to the Fiscal Division. Accordingly, transactions relating to:

(1) The acquisition of real property will be referred to the Office of Procurement and Supply, Real Estate Division, (see 2 a. above).

(2) The shipment of equipment or supplies to Agency depot locations within the continental limits of the United States will be referred to the Office of Procurement and Supply, Supply Division (see 2 a. above).

(3) All other deliveries will be referred to the office or division responsible for initiating the procurement requisition (see 2 b, 2 c, 2 d, and 2 f, above).

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6. The Office of Procurement and Supply and the Office of the Comptroller will take immediate steps to work out effective procedures with the Armed Services at the headquarters level and in the field with a view to simplifying billing and payment procedures by arranging that appropriate receiving reports (consolidated in the case of overseas procurements) be attached to billings presented to the Agency for payment.

7. The Office of Procurement and Supply will take immediate steps to issue in Manual form the manner in which receiving reports, are to be prepared, including the distribution and flow of copies. This will result in the Office of the Comptroller receiving evidence of delivery under the circumstances indicated in the preceding paragraphs as well as any other circumstances not specially mentioned herein. Thereafter, evidence of receipt must be reported on CIA Form 36-10, Receiving Report, or other authorized document in lieu thereof, properly certified by the responsible officer or employee receiving the items delivered or services rendered.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

WALTER REID WOLF
Deputy Director
(Administration)

Concurrences:

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